

Statement in Lieu of Actual Receipts (Less \$40)
 Materials Science and Engineering

Name (please print): _____

I certify that I made the purchase shown below but do not have a receipt because (check all that apply):

<input type="checkbox"/>	Vendor did not provide a detailed receipt.
<input type="checkbox"/>	I have requested an invoice, but the vendor has not provided it.
<input type="checkbox"/>	I had a receipt but cannot locate it.
<input type="checkbox"/>	I have a receipt, but it is not readable (ie, not in English and/or not legible). This document is provided in order to describe the items purchased.
<input type="checkbox"/>	Order was placed via telephone, fax, or Internet, and vendor has not supplied an invoice.

Vendor Name		
City		
Date of Purchase		
Detailed Description of Purchase (limited to 60 characters per line; attach an additional sheet if necessary)		Item Amount
	Total Purchase Amount	

This document is in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received.

Employee Signature: _____ Date: _____